



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	12/5/18	Interviewer:	SGS	RFA #18 – 83
Name of Person(s) Requesting Assistance: [REDACTED]				
Contact Numbers (telephone, e-mail, etc.):				
Status of Person(s) Interviewed (title, position, student status, etc.):				
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED]				
[REDACTED]				

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment
<input type="checkbox"/> Gender Identity or Expression			

Veteran Status
 Retaliation
 Genetic Information

Time Line		
Date	Item	Comments
12/5/18	SGS meeting with [REDACTED]	[REDACTED] was interested in ensuring women, as well as men were being fully supported. Said she would appreciate an open discussion with [REDACTED] who is her new supervisor. Indicated that she believes there has been a history of men in the unit being recognized and promoted, but not so much for women. Wants to continue to be successful. Did not want to file a complaint but requested SGS have a discussion with [REDACTED] about lines of communication and support.
12/10/18	SGS t/c with [REDACTED]	Began initial discussions with [REDACTED] and plans to set up an appointment to meet and more fully discuss.
1/3/19	SGS meeting with [REDACTED]	[REDACTED] was open to discussing ways in which he could facilitate an open discussion with [REDACTED] and said that now that he is supervising her, that he is looking forward to exploring ways he can be supportive.
1/9/19	SGS meeting with [REDACTED]	Relayed discussion SGS had with [REDACTED] indicated he was going to reach out to [REDACTED] who said that is already happening. [REDACTED] thanked SGS for the facilitated outreach and is satisfied with the outcome. RFA closed.
